

Request for Clarification on Utility Billing Discrepancies

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies I have noticed in my recent utility bill for account number [Insert Account Number]. Upon reviewing my bill dated [Insert Bill Date], I found several charges that appear to be inconsistent with my previous bills and usage records.

Specifically, I would like clarification on the following items:

- Charge for [Insert Specific Charge], which is [Insert Amount] that does not align with my historical usage.
- Additional fees of [Insert Amount] that were not previously explained in prior billing statements.
- Any adjustments or credits that I might be eligible for that haven't been reflected in my recent bill.

I kindly request a detailed explanation regarding these discrepancies, as it is vital for me to understand the charges to ensure accurate payment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]